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20 July 1965

MEMORANDUM FOR : Acting Executive Officer,
Office of Security

SUBJECT : Records Program Report for FY 1965

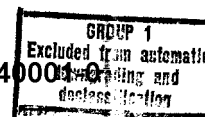
1. During the past Fiscal Year of 1965 the Records Administration Program in the Office of Security exceeded the records accomplishments of the prior year.

2. In the Records Creation Phase the following 175 Forms Management Actions were taken affecting some three million copies of Security forms:

New Forms Created	-	30
Old Forms Revised	-	40
Old Forms Obsolete	-	16
Old Forms Reprinted	-	89

3. In the Records Maintenance Phase can be included the annual records inventory of the entire Office. Supply or equipment controls were implemented on an average of one per week. Surveys concerning filing supplies and equipment or of paperwork procedures were conducted in some area of every Division and Staff except the Technical Division. Several consultations on automation applications were completed upon request of the operating component concerned.

4. In the Records Disposition Phase new or revised Records Control Schedules were completed, approved, and implemented for half the Office Components. New drafts and reviews of existing Schedules are being completed in the remaining components in compliance with a memo by the Executive Officer about [] and the President's concern over Records Disposal. About ~~500~~ cubic feet of inactive files were moved from Headquarters to the Records Center for an estimated savings of \$21,000. Other disposal and repackaging actions released some ~~500~~ cubic feet of security records space in the Records Center. ⁶³⁸

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5. In the Vital Records Phase of the Program all OS Components updated their Vital Records holdings at the Emergency Relocation Site during March 1965. Some complete up-dating monthly but most do so annually.

6. The Automatic Data Processing Phase of the Program was reorganized twice during the year. First when the duties as Office of Security, Special Assistant for Data Processing were assigned to the Records Officer in addition to the Records Administration Program responsibilities and secondly when Mr. [] was appointed to coordinate OS ADP activities and as the Office of Security Representative on the DDS Systems Study Team full time. As of 1 April 1965 the responsibility for forms reprinting was transferred to the OS Logistics Officer while the remaining activities for the Records Administration Program were assigned to the new Records Officer, Mr. []

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Special Assistant for ADP
Office of Security